

CITY OF KINGMAN, ARIZONA
POSITION DESCRIPTION

CLASS TITLE: **PUBLIC TRANSIT SUPERINTENDENT**

BAND	SALARY GRADE	
D	218	
DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Transit	Public Works Director	Exempt
REVISION DATE: February 2010		

GENERAL PURPOSE

The Public Transit Superintendent is responsible for planning, development, and administration of transit programs, regional transit planning, marketing, marketing research, Federal government transit programs, grant administration, and serving as a liaison for public transit with the business community, citizen groups, ADOT, Mohave County and other governmental agencies.

SUPERVISION RECEIVED:

Work is performed independently with considerable latitude for discretion and judgment, under the general supervision of the Public Works Director.

SUPERVISION EXERCISED

Supervises public transit staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, develops, implements and administers the City's public transit program including regional transit planning, grant administration, and compliance with FTA regulations and policies.

Plans, develops, and implements various transit marketing programs.

Develops, administers, and implements the transit portion of the City's Capital Improvement Program.

Develops, administers and monitors the public transit annual budget to include overseeing and approving purchase requisitions.

Works with other governmental agencies and non-profit organizations to provide efficient public transportation services.

Works with local and regional businesses in the development of ride sharing and trip reduction programs.

Researches and resolves complaints and problems; develops customer surveys to determine customer satisfaction; develops methods of operation to meet public demand for service.

Prepares transit reports for presentation to City Council and other elected officials and public groups.

Programs and coordinates training for division personnel.

Develops, administers, and monitors the Section 5311 rural grant applications and reimbursement with ADOT/FTA.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Requires a Bachelor's Degree in Public or Business Administration, Transportation Planning, Urban Planning, Engineering, or related field, plus two years experience in public transit administration, planning, management or operations.
- (B) Completion of two years course work beyond high school in Public or Business Administration, Transportation Planning, Urban Planning, Engineering, or related field, plus five years experience in public transit administration, planning, management or operations.
- (C) Any combination of training, education, and experience equivalent to five plus years experience in public transit administration, planning, management, or operations.

Necessary Knowledge, Skills and Abilities:

Knowledge of

- (A) the methods, practices and procedures involved in transit system planning, operations management;
- (B) transit equipment and relevant technologies;
- (C) traffic and safety laws;
- (D) modern business financial principles and practices;
- (E) record keeping practices;
- (F) marketing concepts that can be employed to promote transit use;
- (G) contract administration;
- (H) computer programs (word processing, spread sheets, data base software).

Ability to

- (A) to work independently with minimal supervision;
- (B) interact with citizen groups, elected officials and high level administrators;
- (C) perform a broad range of supervisory responsibilities over others;
- (D) establish effective working relationships with employees, supervisors, and the

- public;
- (E) provide leadership in formulating and directing policies and programs and engendering a creative environment;
- (F) prepare clear and concise reports;
- (G) prepare grant proposals and administer grants.

SPECIAL REQUIREMENTS

Individual must be physically capable of operating a vehicle safely, possess a valid Arizona commercial driver's license minimum Class "C" with "P" (passenger) endorsement or "B" (bus) endorsement or the ability to obtain one, and have an acceptable driving record.

TOOLS AND EQUIPMENT USED

Individual must be able to operate a Personal Computer; two way base, mobile or portable radio; standard office equipment (fax machine, copier, etc.); passenger car or pickup truck; or any transit vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of transit routes and street facilities.

While performing the duties of this job, the employee is required to talk and hear; stand or sit; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 20 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet, humid and/or windy conditions, or airborne particles. The noise level in the work environment is usually quiet in the office, and moderate in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; and job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.